MONTANA ARTS COUNCIL
AN AGENCY OF STATE GOVERNMENT

Strengthening the Creative Economy of Montana

Call for Artists
Montana Arts Council
Percent-for-Art Program
State of Montana
Direct Purchase
MSP-Low Side Visitor's Room
Deer Lodge, Montana 59722

Quick Facts:
Who: U.S. Residents, who are Montana Residents
What: Request for Photographs: JPEG or TIFF and RAW formats;
Offer a Brief Bio [500 words] and up to 10 images taken in Montana.
When: Applications open: Wednesday, May 20th, 2014
Where: Artwork(s) for multiple sites in the MSP- Low Side Visitor's Room.
How: Online application process via **Slideroom.com**
How Much: Art Budget: $16, 000.00 with Special Considerations for up to 15 photographic images
from multiple photographers. Flat fee of $550 per image.
DEADLINE TO SUBMIT: Thursday, July 3rd, 2014 MIDNIGHT. M.D.T.

https://mt.slideroom.com   **for applicant portal**

Kim Baraby Hurtle, Percent-for-Art Program Director
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406-444-6639 or 406-444-6430

Scope of the Project:
The Montana State Prison for men at Deer Lodge, MT has had renovations to a building that
formerly housed maximum security inmates. This renovation was designed to offer a more
appropriate visiting area for families of minimum security inmates. The building is the closest
one to the administration building. This allows families, other visitors, and staff a fully-
accessible and friendlier approach to this area of the prison grounds. The Selection Committee
for this Percent-for-Art Program project has decided that "Images of Home," photographs from
all regions of Montana should be purchased from the portfolios of Montana residents. The
images will both beautify the room and offer contemplative vistas for the inmates, visitors. It is
the intention of the committee that these images will enhance the experience of the visitations
between the inmates, their visitors and the Montana Prison staff. The large room will
accommodate between 8-15 images. The selection committee will purchase the rights to the
images and permanently install them. Each artist will be paid a flat fee of $550.00 per image.

Multiple images from the same photographer will be considered. A single vendor will produce the prints and a professional art handler and installer will prepare the aluminum panels for installation, deliver and install them.

Please read all text before responding to questions and preparing an application. Please read the Project Description at the Montana Arts Council's website: Percent-for-Art Program Current Projects page. Please seek technical advice from Slideroom.com. Application process is only via online. Application fee is $10 USD. **Deadline for Submission is at 12:00 p.m. midnight on the 3rd of July 2014. MDT.**

Research has offered that we'll need to print these images in a larger format than for a typical gallery show and that they'll need to be handled differently. Each photo will be printed on an aluminum plate. After they are drilled and filed for screws, they'll need to be delivered to the prison and installed with security fittings and placed tightly to the wall. There will be no glass, Plexiglass or framing. All images will be printed by a single Montana vendor. All photographic prints will be handled by an installer and delivered to MSP for professional installation. Each photographic print on metal will have information about the photograph and artist printed on the image.

The new visitor's room is a large space [approx. 50' x 50']. Most of the rough cinder block construction has been insulated and covered in gypsum board and painted a warm gold tone. Corrugated metal was used below a stained wood chair rail. This is a pleasant room with many windows offering daylight to the entire space. Play areas and equipment for feeding children are located on the south wall. This equipment can be brought to the family tables in the center of the room. The security podium is on the north wall. The walls between windows and doors have all been measured and some will accommodate extremely large prints from photographer's images, or they may be used to display more than one image.

IMAGES:
The Selection Committee will need high quality digital or digitized images [from traditional photographic wet processes]. The larger prints will need to be printed from RAW files. Several images could be as large as 3' x 6'. Some finished prints will be closer to 16" x 20" and could come from a 300 d.p.i., or even 72 d.p.i may be sufficient. jpeg/jpg or tiff/tif digital images may be uploaded. .jpeg/jpg images lose information with each new saving or copying. tiff/tif images do not. RAW format images hold vastly more information and this will be necessary for the largest of the prints. Sizes of the images in terms of MB or D.P.I can be misleading. The **quality of the digital image will determine the size of the photograph that can be printed**.

The project is calling for large, medium and small prints. The application **MEDIA** tab will ask whether a RAW version of the image is available; there are size restrictions when uploading your

art media to Slideroom.com or even sending via Email. We've been advised to offer a flat rate for all images. As this is one art call where separating the professionals from the semi-professionals and amateurs won't be the best way to handle the nature of the project and the budget. Hard costs for production, delivery and special installation must be considered alongside the budget for purchasing photographs. I realize at this point, we won't know some things until we can review the quality of the images and settle finally upon our possible sizes. Currently, we see the need for images that can be enlarged to between 3' x 6' and several as small as 16"x 20."

The Selection Committee will be looking for images both familiar and unusual. They will consider images from off the beaten track that expresses the landscape of all the regions of Montana in all her moods as well as familiar and cultural community activities.   Both black and white and color images will be considered. These images need to be sensitive to the people they represent. No disparaging images will be considered. No children's faces can be seen without express written permission from their parents. Close-up shots as well as sweeping panoramic images are appropriate. Several locations would work well for diptych and triptych presentations [e.g. two images or three images that should be, or could be, hung together as a single or compatible theme. Or, for example: a panoramic photograph of a landscape that is divided into two or three panels hung with a small border of wall between them.]
We will be asking to purchase the image and it's copyright from each artist. It is our intention to print once and then to archive the images with the Montana Arts Council for printing in the future as precautionary measure for damage issues and for other uses such as posting on our Montana Arts Council website or educational purposes.

Slideroom.com accepts; these photo media types.

- Images: **.jpg, .jpeg, .png, .gif, .tif, .tiff, .bmp, .tga**

We are asking for .jpg, .jpeg, tif, tiff only and will also ask if the RAW version is also available.

The Selection Process
After the deadline,
- The selection committee will review all images online and make their initial rankings and comments. They will be asked to first rank the photographer's body of work.
- The selection will then meet to discuss all applications and narrow the field to the top 35 images. Images will be ranked and considered for size of final print. This selection will be based upon resolution and quality of the digital images as well as artistic excellence and location in Montana. The more information stored in the digital format, the larger the print can be. Images with RAW formats will be considered for the largest prints. Although RAW images are too large to upload into Slideroom.com without extra fees charged, you will be asked if they are

available. Images on Disc or thumb drive from the original file will be the most successful format to offer to us if the selection committee chooses your image(s).

• The highest ranked images, along with the photographer's application, will be presented to the full Montana Arts Council board for final approval.

• All photographers will be notified at several points in this project's process.

• Images of the installed photographs will be taken and offered to finalists since this is a public space but not easily accessed by the public.

Application Guidelines:

All applications will need to be generated via an online process through the vendor: Slideroom.com. Help text is available at every step to guide you through the application process. All technical questions about using their service should be directed to their help desk of FAQ's at http://slideroomreview.besnappy.com/faq or by emailing them at: support@slideroom.com.

To begin the artist application process login to: https://mt.slideroom.com

This is Slideroom's portal to the Montana Arts Council application.

Artists will be able to preview the application requirements and questions by clicking on the link for this project at the portal. You may need to update or add an additional Internet browser to login. Slideroom.com is constantly updating their services and attempting to make applications and artist images more accessible to more types of computers and mobile devices. For this reason, **always use our Internet links to technical assistance provided in each project description.** Artists may run into outdated and "cached" guideline information by searching the web randomly.

Media: Applicant Instructions:

10 uploads are allowed. A minimum of 5 separate artworks **are required**. High quality images should be used. Detail images of larger works can be used. Add information to label each image in the gallery. Fill out the image description with a brief narrative; add information about the image to description field; you will have 1,000 characters/spaces to describe the artwork. Describe: Color or B&W Photography. Digital image or digitized wet process photograph, what formats are available for this image, and if this is a detail shot of the larger image, tell us that and orient the viewer, and offer other information about the process or the image, or subject matter. Drag media images to the order you want them seen; it is suggested that you place your best work in position #1; it is best to put close-up/detail shots next to the full artwork image.

 SlideRoom.com can accept the following file formats: Images (each up to 5MB); Documents (each up to 10 MB) in any word or text format, but PDF files are recommended. Text documents may be downloaded by the reviewers and it takes time. PDF's are seen as images and easy to read and there will be no formatting changes from what you created to what reviewers can see.

See SlideRoom FAQs for more details on technical questions concerning file types and converting.

Checklist for Applying:

1.   Read the project description at the Slideroom.com portal. https://mt.slideroom.com/ Click on MSP-Low Side Visitor's Room it will describe what you need to know to before you login this time, or offer your contact information to become a Slideroom.com user for the first time.

2.   Read the project description and construction notes and the Montana Arts Council guidelines carefully to determine eligibility and interest in the project. Make a list of questions.

3.   Create your text documents for your resume/bio/curriculum vitae at the **ATTACHMENTS** tab, your document may include: supporting materials and/or your cover letter. Turn these into .pdf format. Applicants will be able to upload any format of file up to 10MB. This project only **requires a 500 word biography**. Please consider using a one sentence artist's statement. If funds remain, we will consider creating a *signwork* with these statements to go with the installation.

4.   Determine the 5-10 best photographs from your portfolio to upload to the **MEDIA** tab of the application. Decide whether to show details [close-ups of certain areas within the photograph]. Decide whether a breadth of depth of your work would best suit this project call or focus on a certain landscape, event or subject matter. Prepare your description information. Title, Description; narrative field, Date, Digital Format: JPEG, TIFF, RAW etc., File Size, Location: e.g. Near the Milk River, Artist First and Last Name.

5.   Prepare the required answers to the application narrative questions and save them in a word processing document. You can copy and paste into the online fields. Assemble all information needed to complete your application.

6.   Be aware that an application can only be made online. If you need assistance with the online process, please contact the Montana Arts Council before **June 20th, 2014**

7.   Email: Support @Slideroom.com with technical questions. Email: khurtle@mt.gov with project and program questions.

8.   For Frequently Asked Questions for Slideroom.com applications Go to: Slideroom FAQ http://slideroomreview.besnappy.com/faq

9.   Print a copy of your completed application. Save a copy of your completed application to your computer. You may be able to use this information for other Montana Arts Council Percent-for-Art projects or other artist calls.

10.   There is a $10.00 processing and usage fee charged by Slideroom.com to host your information and images for our reviewers. This also allows you to reuse images for other projects. An online process levels the "playing field" offering art images shown with a black or white background, and with options to hide and enlarge text and images to each of the reviewers. Online applications are viewed by reviewers for substantially longer period of time vs. the old slides system. There are no postage costs. Online systems sort and tag applications for easy discussion during the panel meetings. It saves administrative costs. MAC pays the main fees to hold a Slideroom.com account. Artists pay about the same costs to mail and have images returned. Artists can, by contacting MAC, even correct their applications once submitted.

11.   Submit the online application by MIDNIGHT (11:59 p.m.) MDT on Thursday, July 3rd, 2014. This deadline time is established by Slideroom.com and will be the cut-off time. **There will be no MAC staff to answer questions after 5 p.m.**

After creating an account {your email address} and login password with Slideroom.com artists will be able to look at the full description of the project again and select: Start Application. First go to the **Forms tab. Next is Attachments Tab,** where you will upload your biography document. * Note: You may combine a variety of text documents such as additional letters of recommendation, newspaper clippings, and brochures into **a single document** then save and upload as a single PDF file. **Next is the Media Tab**, You will upload acceptable types of media files. Information about each tab and question will be offered there as well.

You can return to work on your application as often as you like until you press the **SUBMIT** button. Just before this last step, you will be asked for a credit card and a payment of $10.00. This service fee is charged by Slideroom.com to make your application available to all administrators and reviewers. You will receive a confirmation email after submission.

The selection committee and the Montana Arts Council, reserves the right to consider all applications. They also may use all or part of the $16,000.00 artwork budget for the planning, proposals, purchases of images, production, preparation, delivery, signage and display of one or more artworks, or may reject all applications. Final approval will be made by the Montana Arts Council board after reviewing the recommendations of the Percent-for-Art selection committee.

THINGS YOU SHOULD KNOW ABOUT ONLINE TECHNOLOGY

- Please type your narrative answers in a word processing document and then cut-n-paste into the application form. There have been instances of the web application crashing and taking narrative answers with it. Always keep a word processing document backup.
- Narrative fields have a character count at the bottom. Punctuation and spacing are included in the count.
- Only one document can be uploaded or attached into a single text field. You may need to combine multiple documents into one document (a series of bios, for example) for upload. Save these "running documents" as PDF files for a single document that contain multiple text and images.
- To convert a file (or multiple files) to a single pdf you have several options. If you have Adobe (or similar) software or a newer version of some word processing programs you may be able to select "print" and then select the "pdf" option in the menu (instead of the printer you usual use). There are also several free software options on the internet. MAC does not recommend any particular software but mycutepdf.com is an example of free software for creating pdf's. If you are struggling with this technology please contact MAC staff (khurtle@mt.gov or kherman2@mt.gov) as early as possible and we will try to assist you.

During the final week before the deadline many applicants are requesting assistance. The earlier you can submit your requests the more likely someone on staff will be able to assist you before the deadline.

- Always make a copy of your application. Know that you can use information and images to apply for other Montana Arts Council Percent for other public art projects or opportunities such grants and awards. If the exact form is used from a former project {e.g. RFQ} then, an artist can directly copy the Forms tab information. Save your narrative responses for future cut and paste opportunities.

- You can upload your images from Slideroom.com's Library if you want to use the same images for many new applications. Or, change a few out and upload new or different artwork based upon the call. You can re-use references in the Slideroom.com system for up to 2 years. Save your narrative responses for future cut and paste opportunities.

- Do not wait until midnight on the deadline date to hit the submit button. The Slideroom.com portal can only handle so much activity before it puts your application in a queue and it posts after midnight.

The online application system will accept applications until 11:59 pm, M.S.T. (or M.D.T as applicable), however; agency staff is only available to answer questions until 5:00 pm.

Please contact: Kim Baraby Hurtle, khurtle@mt.gov with questions.

Timeline:
Deadline: Thursday, July 3rd, 2014 MIDNIGHT. MDT.
Selection Committee Meeting: July 2014
Announcement Finalists: August 2014
Installation: TBD but proposed: August 2014

How to Apply: Application process will be an online process using **Slideroom.com** and by using online forms, and uploading your **media, short bio, and filling out the questions at the Forms tab**. Concerns and questions about using a computer application process must be called into the Montana Arts Council office by **June 20th, 2014.** It is not our intention to exclude artists by making this an online process but rather to move the applying for projects towards the most equitable process, use less administrative time and dollars, simplify the process for the artist, and offer the reviewers more time with an artist's work in an easy to access platform.
To begin the artist application process login to: https://mt.slideroom.com

For technical advice:
http://slideroomreview.besnappy.com/faq frequently asked questions in as easy table format.
Emailing: support@slideroom.com will put you in touch with technical support staff. Please use them, they are friendly and knowledgeable.

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